

VMR-VRO CHECKLIST LOCATION SPECIFIC TO A BUSINESS UNIT

Guideline Reference – Location Specific to a Business Unit

Navigation - *Vendors>Vendor Setup/Maintenance>Vendor Information*

Instructions – If you are adding a location specific to your business unit but the address already exists, do not create a duplicate address and do not change the description name of an existing address.

1. SetID: SHARE

Vendor Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

Use Saved Search: [SHARE](#)

SetID: [=](#) [SHARE](#)
Vendor ID: [begins with](#) [\[\]](#)
Persistence: [=](#) [\[\]](#)
Short Vendor Name: [begins with](#) [\[\]](#)
Our Customer Number: [begins with](#) [\[\]](#)
Name 1: [begins with](#) [\[\]](#)
☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)

[Save Search Criteria](#)

[Delete Saved Search](#)

2. Enter your search criteria.
3. Click on the selected vendor.
4. Click on the location tab.
5. Click the plus button under the 'Vendor Location' – this will create a new location.

Summary [Identifying Information](#) [Address](#) [Contacts](#) **[Location](#)** [Custom](#)

SetID: SHARE
Vendor: 0000075498 Short Vendor Name: A & A-001 Name: A & A MOTORCOACH INC

A vendor location is a default set of rules which define how you conduct business with a vendor.

Location [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#) [+](#)

Location: [REMIT](#) ☒ **Default**
Description: [YAKIMA, WA](#) [RTV Fees](#)

Details [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#) [+](#)

Effective Date: [10/04/2006](#) [IS](#)
Status: [Active](#)

Options: [Payables](#) [Procurement](#) [Sales/Use Tax](#) [1099](#) [Expand All](#) [Collapse All](#)

[Additional ID Numbers](#)
[Comments](#)
[Internet Address](#)
[VAT](#)

[Expand All](#) [Collapse All](#)

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6. Location title – use your institution's acronym (i.e. NDSU, UND, NDSCS, BSC, etc.).

Summary Identifying Information Address Contacts **Location** Custom

SetID: SHARE
Vendor: 0000075488 Short Vendor Name: A & A-001 Name: A & A MOTORCOACH INC

A vendor location is a default set of rules which define how you conduct business with a vendor.

Location Find | View All First 2 of 2 Last

'Location': NDSU ☐ Default
'Description': NDSU USE ONLY [RTV Fees](#)

Details Find | View All First 1 of 1 Last

'Effective Date': 06/25/2008 B1
Status: Active

Options: [Payables](#) [Procurement](#) [Sales/Use Tax](#) [1099](#) [Expand All](#) [Collapse All](#)

▶ Additional ID Numbers
▶ Comments
▶ Internet Address
▶ VAT

[Expand All](#) [Collapse All](#)

7. Location Description – (Business Unit acronym) USE ONLY. (Example: UND USE ONLY).

8. Click on the 'Payables' link.

Options: [Payables](#) [Procurement](#) [Sales/Use Tax](#) [1099](#) [Expand All](#) [Collapse All](#)

▶ Additional ID Numbers
▶ Comments
▶ Internet Address
▶ VAT

9. Select the address that needs to be attached to the new location.

10. Click OK.

11. Click on the 'Procurement' link.

Options: [Payables](#) [Procurement](#) [Sales/Use Tax](#) [1099](#) [Expand All](#) [Collapse All](#)

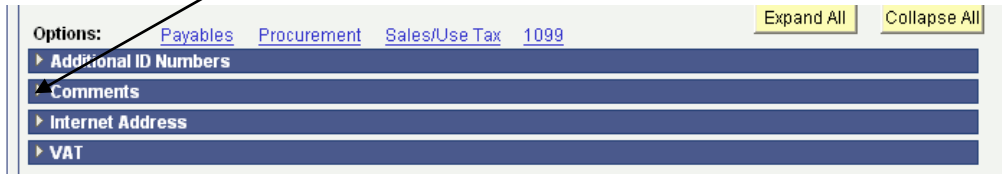
▶ Additional ID Numbers
▶ Comments
▶ Internet Address
▶ VAT

12. Select the same address that was selected in the 'Payables' link.

13. Click OK.

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14. **Add a note in the comments** indicating who and why the location was created.



The screenshot shows a web interface with a menu on the left and two buttons on the right. The menu has an 'Options:' header followed by links for 'Payables', 'Procurement', 'Sales/Use Tax', and '1099'. Below these are four expandable sections: 'Additional ID Numbers', 'Comments', 'Internet Address', and 'VAT'. The 'Comments' section is currently expanded, indicated by a small triangle icon to its left. To the right of the menu are two buttons: 'Expand All' and 'Collapse All'.

15. Save.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will to research the information, take the appropriate action and respond to your inquiry in a timely manner.